



# Phased School Reopening Health and Safety Plan Template

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: **CARE for Children- Rainbow Corner Preschool**

All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): September 1<sup>st</sup>, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community.

**Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;

- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
<b>Tina Martin, Executive Director</b>	CARE for Children Staff, Program Participants,	Will draft the health and safety plan with input from the staff and board of directors
<b>CARE for Children Board of Directors</b>	Provide oversight for the organization, the executive director	Will provide input and approve the health and safety plan, will be notified when changes occur
<b>Kimberly Engstrom, Preschool Director</b>	Preschool Staff, students and families	Both
<b>Alexis Close, Preschool Teacher</b>	Preschool Staff, students and families	Both
<b>Valorie Coast, Finance and Office Manager</b>	Staff, manages facility	Pandemic Crisis Response Team Member

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, CARE for Children has drafted a detailed summary describing the key strategies, policies, and procedures the organization will employ to satisfy the requirements of the domain. The summary will focus on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?  
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)  
[www.epa.gov/sites/production/files/2020-04/documents/316485-c\\_reopeningamerica\\_guidance\\_4.19\\_6pm.pdf](http://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf)
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)? *The finance and office manager, as well as the executive director oversees the procurement of cleaning supplies meeting OSHA and CDC requirements, we are mindful that we have young children in our classroom and will do our best to balance disinfecting with keeping our students safe.*
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety? *All areas of the preschool, including the ready room, classrooms, restrooms, kitchen and common areas will be cleaned and disinfected at the conclusion of preschool each day.*
- What protocols will you put in place to clean and disinfect throughout an individual school day? *Preschool staff will follow a cleaning and disinfecting daily schedule. We will hire a housekeeper or service to sanitize restrooms and common areas daily. Classrooms will have hand sanitizer and wipes for staff to use throughout the preschool session to keep high touch areas cleaned. We will work to make every accommodation for students and staff that cannot use certain sanitizing products.*
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured? *Preschool staff follows a cleaning schedule and will be trained in August 2020 regarding updated protocols. All staff will be trained on hygiene, sanitizing, and PPE use prior to the start of the 2020-2021 school year.*

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>The preschool will be cleaned and sanitized prior to school re-opening. Days prior to the first day, windows and doors will be left open while the classrooms and common areas are prepared for students. Drinking fountains will be roped off and a water cooler will be installed in the kitchen.</p> <p>Restrooms will be cleaned and sanitized after use and after preschool. Each restroom will be provided with cleaning products that will be safely stored out of the reach of children for easy access for staff.</p> <p>A professional cleaning service will be hired to thoroughly clean the restrooms and kitchen area after preschool each day.</p> <p>During preschool, high touch surfaces will receive additional attention during preschool sessions, including door knobs, restroom facilities, tables etc.</p> <p>Each classroom and restroom will have sanitizing products that are available to staff but kept safely out of reach of students.</p> <p>Weather dependent/ when possible- all areas of the</p>	<p>The preschool will be cleaned and sanitized prior to school re-opening. Days prior to the first day, windows and doors will be left open while the classrooms and common areas are prepared for students. Drinking fountains will be roped off and a water cooler will be installed in the kitchen.</p> <p>Restrooms will be cleaned and sanitized after use and after preschool. Each restroom will be provided with cleaning products that will be safely stored out of the reach of children for easy access for staff.</p> <p>A professional cleaning service will be hired to thoroughly clean the restrooms and kitchen area after preschool each day.</p> <p>During preschool, high touch surfaces will receive additional attention during preschool sessions, including door knobs, restroom facilities, tables etc.</p> <p>Each classroom and restroom will have sanitizing products that are available to staff but kept safely out of reach of students.</p> <p>Weather dependent/ when possible- all areas of the</p>	<p>Kimberly Engstrom, Preschool Director</p> <p>Alexis Close, Preschool Teacher</p> <p>Valorie Coast, Finance and Office Manager</p>	<p>Cleaning products, Professional Cleaning Service Water Cooler</p>	<p>Y- Additional Training of staff on sanitizing and disinfecting.</p>



	preschool will be ventilated with outdoor air.	preschool will be ventilated with outdoor air.			
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<p>Toys and books will be minimized in each classroom and rotated weekly. Books will be wiped down and quarantined after use. Plastic, dishwasher safe toys will be cleaned in the dishwasher, daily. A stackable washer and dryer will be purchased so that soft toys and other items can be washed daily. Children will be given individual bags of supplies to keep on premises—provided by the preschool—including crayons, child safe scissors, glue sticks. These items will be wiped down by staff before returning them to the bag and then storing them until the next use.</p> <p>The sand and water tables will not be used. Center play will be kept to a minimum and staff will focus on more individualized activities.</p> <p>The playground will be used, weather permitting, as an outdoor classroom, as appropriate. A large tent will be erected for sun protection.</p> <p>Lockers and other items used by students will be wiped down.</p> <p>Employees will sanitize the workroom and other individual/staff spaces when</p>	<p>Toys and books will be minimized in each classroom and rotated weekly. Books will be wiped down and quarantined after use. Plastic, dishwasher safe toys will be cleaned in the dishwasher, daily. A stackable washer and dryer will be purchased so that soft toys and other items can be washed daily. Children will be given individual bags of supplies to keep on premises—provided by the preschool—including crayons, child safe scissors, glue sticks. These items will be wiped down by staff before returning them to the bag and then storing them until the next use.</p> <p>The sand and water tables will not be used. Center play will be kept to a minimum and staff will focus on more individualized activities.</p> <p>The playground will be used, weather permitting, as an outdoor classroom, as appropriate. A large tent will be erected for sun protection.</p> <p>Lockers and other items used by students will be wiped down.</p> <p>Employees will sanitize the workroom and other individual/staff spaces when</p>	<p>Kimberly Engstrom, Preschool Director</p> <p>Alexis Close, Preschool Teacher</p> <p>Preschool Staff</p>		

	entering the preschool and upon leaving.	entering the preschool and upon leaving.			
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## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread? *There will be the minimum spacing to mitigate spread. The Bradford Area School District is currently planning to use a minimum spacing of 3 feet. This is currently the social distancing recommended by the World Health Organization (Who). Preschool students will have a difficult time, until routines are established of maintaining social distancing. The staff plans to organize the classroom setting in a manner that will facilitate adequate social distancing and face to face interaction/proximity when possible and arrange furniture and play areas to foster more individualized play/instruction. We may need to adopt age appropriate barriers to mitigate contact.*
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day? *The preschool classrooms are naturally separated and travel between common spaces for students is already at a minimum.*
- What policies and procedures will govern use of other communal spaces within the school building? *The preschool classrooms are naturally separated and travel between common spaces for students is already at a minimum.*
- How will you utilize outdoor space to help meet social distancing needs? *The playground and outside areas will be utilized when appropriate and weather permitting.*
- What hygiene routines will be implemented throughout the school day? *Hand sanitizer stations will be placed in each classroom, in a location that is not accessible to students without teacher/ aide assistance. A hand sanitizer station will be placed in the front entry for use upon entrance to preschool. Hand-washing and hygiene, are currently, emphasized in the curriculum but children will wash hands prior to snack, after using the facilities, and after art. Prior to using toys and materials children will wash hands or sanitize.*
- How will you adjust student transportation to meet social distancing requirements? *Student transportation is solely a function of parents/ families. Arrival and dismissal will be adapted to promote social distancing.*

- What visitor and volunteer policies will you implement to mitigate spread? *Only essential visitors, approved by the Executive Director, will be permitted. Rainbow Corner Preschool is suspending its volunteer program and participation in the BASD CDA program until further notice.*
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges? *Safety protocols will take into consideration not only students' ages but also developmental levels.*
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured? *All staff will be trained prior to the start of the school year. Including staff who do not directly work for the early learning program.*

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>RCP may need to stagger preschool time to accommodate 50% capacity on Tuesdays, Wednesdays, and Thursdays.</p> <p>When appropriate, seating will minimize face-to-face proximity.</p> <p>The classrooms will be arranged to promote social distancing, sometimes using furnishings as barriers.</p> <p>Alternated entrances may be utilized for arrivals and departures if necessary.</p> <p>The BASD will be using 3 feet as a marker for classroom seating based on the World Health Organization's (WHO) recommendation. Classroom set ups will be designed for maximum social distancing, keeping in mind the age of students and the need for more supervision.</p> <p>Rainbow Corner preschool will continue to evaluate and implement guidelines/ recommendations from the CDC and PA Department of Health and PA Department of Education.</p>	<p>When appropriate, seating will minimize face-to-face proximity.</p> <p>The classrooms will be arranged to promote social distancing, sometimes using furnishings as barriers.</p> <p>Alternated entrances may be utilized for arrivals and departures if necessary.</p> <p>The BASD will be using 3 feet as a marker for classroom seating based on the World Health Organization's (WHO) recommendation. Classroom set ups will be designed for maximum social distancing, keeping in mind the age of students and the need for more supervision.</p> <p>Rainbow Corner preschool will continue to evaluate and implement guidelines/ recommendations from the CDC and PA Department of Health and PA Department of Education.</p>	<p>Executive Director</p> <p>Preschool Director</p> <p>Preschool Teacher</p>	<p>Classroom furniture</p> <p>Tables</p> <p>Small Rugs for Circle Time</p>	<p>Y- staff training</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>Rainbow Corner Preschool does not serve lunch. Snack time will include more pre-packaged, healthy snacks, in individual portions. Items that are not available in individual portions will be prepared by preschool staff into individual portions. All staff will utilize masks, gloves and other safety protocols while preparing food.</p>	<p>Rainbow Corner Preschool does not serve lunch. Snack time will include more pre-packaged, healthy snacks, in individual portions. Items that are not available in individual portions will be prepared by preschool staff into individual portions. All staff will utilize masks, gloves and other safety protocols while preparing food.</p>	<p>Preschool Director  Preschool Teacher</p>	<p>Food Packaging Supplies  Gloves</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Prior to the start of school, staff will be provided with an overview of the health and safety plan and best practices to promote continued hygiene.</p> <p>Handwashing and use of sanitizer will be reviewed in the daily curriculum</p> <p>Hand sanitizer stations will be placed in each classroom, in a location that is not accessible to students without teacher/ aide assistance.</p> <p>A hand sanitizer station will be placed in the front entry for use upon entrance to preschool.</p> <p>Hand-washing and hygiene, are currently, emphasized in the curriculum but children will wash hands prior to snack, after using the facilities, and after art. Prior to using toys and materials children will wash hands or sanitize.</p> <p>Staff will wash hands upon entering the building,</p>	<p>Prior to the start of school, staff will be provided with an overview of the health and safety plan and best practices to promote continued hygiene.</p> <p>Handwashing and use of sanitizer will be reviewed in the daily curriculum</p> <p>Hand sanitizer stations will be placed in each classroom, in a location that is not accessible to students without teacher/ aide assistance.</p> <p>A hand sanitizer station will be placed in the front entry for use upon entrance to preschool.</p> <p>Hand-washing and hygiene, are currently, emphasized in the curriculum but children will wash hands prior to snack, after using the facilities, and after art. Prior to using toys and materials children will wash hands or sanitize.</p> <p>Staff will wash hands upon entering the building,</p>	<p>Preschool Director</p> <p>Preschool Teacher</p>	<p>Sanitizer</p> <p>Soap</p> <p>Dispensers</p> <p>Visual signs</p> <p>No touch sanitizing stations</p>	<p>Y- Training of staff</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Signs, with visual cues, will be placed on the entrances, in the vestibule, by sanitizing stations, the kitchen and in restrooms.</p> <p>All signs will be young child friendly.</p> <p>The following CDC signs will be posted at all building entrances: <i>Help Protect Yourself and Other from COVID-19 and Please Read Before Entering and Stop: Feeling Sick? Stay Home When You Are Sick!</i></p> <p>All restrooms and food areas will have the following CDC sign: <i>Wash Your Hands, Stop the Spread of Germs.</i></p> <p>Hand Sanitizing Stations will also have signs.</p>	<p>Signs, with visual cues, will be placed on the entrances, in the vestibule, by sanitizing stations, the kitchen and in restrooms.</p> <p>All signs will be young child friendly.</p> <p>The following CDC signs will be posted at all building entrances: <i>Help Protect Yourself and Other from COVID-19 and Please Read Before Entering and Stop: Feeling Sick? Stay Home When You Are Sick!</i></p> <p>All restrooms and food areas will have the following CDC sign: <i>Wash Your Hands, Stop the Spread of Germs.</i></p> <p>Hand Sanitizing Stations will also have signs.</p>	<p>Executive Director</p> <p>Finance &amp; Office Manager</p> <p>Preschool Director</p>	<p>Signs printed and laminated.</p>	<p>N</p>

<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>No visitors without preauthorization of the Executive Director or Finance &amp; Office Manager.</p> <p>Only essential visitors, including outside therapists/teachers or other services provides, will have access to the early learning center. Essential visitors must submit, in writing or email-- day(s), time(s) planned to be in the building. All clearances and liability insurance information must be current and on file.</p> <p>All visitors must be screened prior to entering the Early Learning Area and will be asked to enter CARE through the front door.</p> <p>All volunteer programs are suspended until further notice. All maintenance and other necessary outside visits will be conducted after preschool hours.</p> <p>Telephone and video conferences are preferred when possible.</p> <p>No handshake greeting permitted.</p> <p>Contactless delivery of products</p> <p>All visitors must wear a mask/ face covering.</p>	<p>No visitors without preauthorization of the Executive Director or Finance &amp; Office Manager.</p> <p>Only essential visitors, including outside therapists/teachers or other services provides, will have access to the early learning center. Essential visitors must submit, in writing or email-- day(s), time(s) planned to be in the building. All clearances and liability insurance information must be current and on file.</p> <p>All visitors must be screened prior to entering the Early Learning Area and will be asked to enter CARE through the front door.</p> <p>All volunteer programs are suspended until further notice. All maintenance and other necessary outside visits will be conducted after preschool hours.</p> <p>Telephone and video conferences are preferred when possible.</p> <p>No handshake greeting permitted.</p> <p>Contactless delivery of products</p> <p>All visitors must wear a mask/ face covering.</p>	<p>Executive Director</p> <p>Office &amp; Finance Manager</p> <p>Administrative Assistant</p>	<p>List of Essential Visitors with schedule</p> <p>Clearances, Insurance Liability on file</p> <p>Visitor sign in</p> <p>Screening Survey</p> <p>Thermometer</p>	<p>Y- Training of front line staff</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<p>The preschool program does not host sporting activities.</p> <p>Outdoor play will be directed with social distancing used.</p>	<p>The preschool program does not host sporting activities.</p> <p>Outdoor play will be directed with social distancing used.</p>	<p>Preschool Director</p> <p>Preschool Teacher</p>	<p>Cones</p> <p>Tape</p> <p>Signs for playground</p>	N
<b>Limiting the sharing of materials among students</b>	<p>No sharing of school supplies and materials.</p>	<p>Each child will be given a bag with supplies provided by the school. Technology devices can only be shared if they can be properly sanitized in between use.</p> <p>Any materials that need to be shared will be sanitized in between use. Sharing will be kept to a minimum.</p> <p>Daily cleaning of any shared devices and materials.</p>	<p>Preschool Director</p> <p>Preschool Teacher</p>	<p>Individual Supply Organizers</p> <p>Additional supplies and materials for students</p> <p>Cleaning supplies to clean devices/ materials</p>	N
<b>Staggering the use of communal spaces and hallways</b>	<p>Each classroom has separate restroom, handwashing and learning facilities. Dismissal will be staggered.</p> <p>One Way Traffic Patterns, with floor markings in the hallways.</p>	<p>Each classroom has separate restroom, handwashing and learning facilities. Dismissal will be staggered.</p> <p>One Way Traffic Patterns, with floor markings in the hallways.</p>	<p>Executive Director</p> <p>Preschool Director</p> <p>Preschool Teacher</p>		

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>Children will be dropped off at the entrance and preschool staff will escort students into the building.</p> <p>Each student will then have their temperature checked.</p> <p>And then be escorted by staff to put away coats, etc.</p>	<p>Children will be dropped off at the entrance and preschool staff will escort students into the building.</p> <p>Each student will then have their temperature checked.</p> <p>And then be escorted by staff to put away coats, etc.</p>	<p>Preschool Director</p> <p>Preschool Teacher</p>	<p>Thermometer</p> <p>Cones for Parking Lot</p>	<p>Y- Training for Preschool and Admin Staff</p>
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>Preschool Times may be staggered to accommodate 50% capacity.</p> <p>Classroom routines will be changed to accommodate social distancing guidelines. For example: circle time will use individual mats, with children seated stadium style, rather than gathered on a carpet.</p>	<p>Classroom routines will be changed to accommodate social distancing guidelines. For example: circle time will use individual mats, with children seated stadium style, rather than gathered on a carpet.</p>	<p>Preschool Director</p> <p>Preschool Teacher</p>		<p>N</p>
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<p>N/A</p>				
<b>Other social distancing and safety practices</b>	<p>Children will utilize the restrooms in a staggered pattern, utilizing one stall, then the next stall, etc.</p>	<p>Children will utilize the restrooms in a staggered pattern, utilizing one stall, then the next stall, etc.</p>	<p>Preschool Director</p> <p>Preschool Teacher</p>		<p>Y- Training for Preschool Staff</p>

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness? *Temperature checks will be taken upon entrance to the facility.*
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)? *Symptom monitoring is encouraged at home and will take place daily at preschool.*
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19? *Rainbow Corner Preschool has designated the sensory room for children who have a temperature above 99.5 (they will be re-tested after 20 minutes), students with a temperature of 100.4 or who are exhibiting symptoms, parents will be contacted to pick up child. All children will be supervised at all times during the temporary quarantine.*
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? *The Preschool Director and/or Preschool Teacher are responsible for making quarantine or isolation requirements for students or preschool staff.*
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return? *Please refer to attachment #1 Rainbow Corner Preschool Student Screening Procedures. All staff members are governed by CARE for Children's Screening procedures.*
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan? *Confirmed cases should be reported to Rainbow Corner Preschool and then we will report to the Pennsylvania Department of Health for assistance and contact tracing. Parents will be informed immediately if a staff member or student tests positive for COVID-19. We will then follow the PA Department of Health's Guideline for cleaning and ventilating.*
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured? *All training will take place prior to the start of the school year. If changes or adjustments are made to the plan and/or procedures, additional training will immediately take place.*

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>All staff and children will be temperature checked prior to entering the building. Staff will have to answer the COVID-19 survey each day upon arrival.</p> <p>Parents will be asked to screen students prior to arrival at school.</p> <p>Staff will be screened.</p>	<p>All staff and children will be temperature checked prior to entering the building. Staff will have to answer the COVID-19 survey each day upon arrival.</p> <p>Parents will be asked to screen students prior to arrival at school.</p> <p>Staff will be screened.</p>	<p>Executive Director</p> <p>Preschool Director</p> <p>Preschool Teacher</p>	<p>Designated Room</p> <p>Updated Parent Contact information</p>	<p>Y-Parents</p>
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>If students exhibit symptoms or become ill, they will be quarantined in the sensory room with a staff member until their parent/ guardian can be contacted and the child can be taken home.</p> <p>Staff will immediately be sent home.</p>	<p>If students exhibit symptoms or become ill, they will be quarantined in the sensory room with a staff member until their parent/ guardian can be contacted and the child can be taken home.</p> <p>Staff will immediately be sent home.</p>	<p>Executive Director</p> <p>Preschool Director</p> <p>Preschool Teacher</p>		<p>Y-Training for Preschool Staff</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>No fever for 3 days without taking medication to reduce the fever and respiratory symptoms (cough/ shortness of breath) have improved for at least 3 days AND at least 7 days since symptoms began.</p> <p>If a diagnosis of COVID-19 is made, students and staff may only return after a release is received from a physician.</p>	<p>No fever for 3 days without taking medication to reduce the fever and respiratory symptoms (cough/ shortness of breath) have improved for at least 3 days AND at least 7 days since symptoms began.</p> <p>If a diagnosis of COVID-19 is made, students and staff may only return after a release is received from a physician.</p>	<p>Executive Director</p>	<p>N/A</p>	<p>Y-Training for Preschool Staff</p>

<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>Social Media, email and direct mail may be used to notify families of any changes to safety protocols.</p> <p><u><b>After a Positive Case of COVID-19</b></u> DOH or county and municipal health departments (CMHDs) staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations. Rainbow Corner Preschool will take every measure to maintain the confidentiality of the affected individual.</p> <p>It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.</p>	<p>Social Media, email and direct mail may be used to notify families of any changes to safety protocols.</p> <p><u><b>After a Positive Case of COVID-19</b></u> DOH or county and municipal health departments (CMHDs) staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations. Rainbow Corner Preschool will take every measure to maintain the confidentiality of the affected individual.</p> <p>It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff.</p>	<p>Executive Director</p>		<p>N</p>
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	<p>Pre-K to 12 must contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. Call DOH at 1-877-PA Health (1-877-724-3258); a representative is on-call 24 hours a day. Pre-K to 12 schools located in a jurisdiction with a CMHD should call the CMHD. DOH and CMHDs will provide guidance to schools regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.</p> <ul style="list-style-type: none"> <li>• If the person is present on school property when DOH or CMHD staff notify the school of the positive case information, the person should immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up (if student) or asked to return home (if staff).</li> </ul> <p>CARE will contact DOH or the CMHD for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.</p> <ul style="list-style-type: none"> <li>• The entire building does not need to be evacuated.</li> <li>• Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the sick individual</li> </ul>	<p>Pre-K to 12 must contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. Call DOH at 1-877-PA Health (1-877-724-3258); a representative is on-call 24 hours a day. Pre-K to 12 schools located in a jurisdiction with a CMHD should call the CMHD. DOH and CMHDs will provide guidance to schools regarding disease information, appropriate letters and communications, identification of high-risk individuals, appropriate action and treatment, and on-going support and assistance.</p> <ul style="list-style-type: none"> <li>• If the person is present on school property when DOH or CMHD staff notify the school of the positive case information, the person should immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up (if student) or asked to return home (if staff).</li> </ul> <p>CARE will contact DOH or the CMHD for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.</p> <ul style="list-style-type: none"> <li>• The entire building does not need to be evacuated.</li> <li>• Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the sick individual</li> </ul>			
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	<p>was in the affected area, cleaning is not needed.</p> <ul style="list-style-type: none"> <li>• Close off areas used by the sick person and do not use again before cleaning and disinfecting. Follow CDC Guidance on Cleaning and Disinfecting.</li> <li>• Staff should self-report symptoms to the executive director and the families of students should notify the child's teacher if possible. Rainbow Corner Preschool will take every measure to maintain the confidentiality of the affected individual.</li> </ul> <p><b><u>Contact Tracing</u></b> DOH and its CMHD partners have established procedures for timely communication with Pre-K to 12 school entities when there is a probable or positive COVID-19 case. Local DOH staff or the CMHD will notify the school entity and PDE immediately upon learning that someone who tested positive for COVID-19 was present at the school or school event while infectious. DOH or CMHD staff will assist the Pre-K to 12 school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations.</p> <p>DOH or CMHD staff will assist the Pre-K to 12 school entity with contact tracing and may request</p>	<p>was in the affected area, cleaning is not needed.</p> <ul style="list-style-type: none"> <li>• Close off areas used by the sick person and do not use again before cleaning and disinfecting. Follow CDC Guidance on Cleaning and Disinfecting.</li> <li>• Staff should self-report symptoms to the executive director and the families of students should notify the child's teacher if possible. Rainbow Corner Preschool will take every measure to maintain the confidentiality of the affected individual.</li> </ul> <p><b><u>Contact Tracing</u></b> DOH and its CMHD partners have established procedures for timely communication with Pre-K to 12 school entities when there is a probable or positive COVID-19 case. Local DOH staff or the CMHD will notify the school entity and PDE immediately upon learning that someone who tested positive for COVID-19 was present at the school or school event while infectious. DOH or CMHD staff will assist the Pre-K to 12 school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations.</p> <p>DOH or CMHD staff will assist the Pre-K to 12 school entity with contact tracing and may request</p>			
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	<p>information regarding potential close school contacts from school nurses/health staff. Decisions to track additional health information (i.e., quarantine timeframes) will be made at the local school level. CARE will take measures that allow for exposed individuals to be more easily traced:</p> <ul style="list-style-type: none"> <li>• Use assigned seating when feasible.</li> <li>• Take attendance for every class and include all individuals (staff and contractors) who were in the classroom.</li> <li>• Use sign-in sheets for in-person meetings to document staff attendees.</li> <li>• Keep accurate records of any persons other than students and staff that enter the building, their reason for being there, the locations in the building they visit, and the names of close contacts they visit in the building if possible.</li> </ul> <p><b><u>Attendance Policies</u></b> Current quarantine guidance for close contacts of persons with COVID-19 may present attendance challenges for students who are quarantined because of a household contact with a case. A "close contact" is defined as either being within approximately 6 feet of a COVID-19 case for 15 or more minutes (close contact can occur while caring for, living with, visiting, or sharing a health care waiting area</p>	<p>information regarding potential close school contacts from school nurses/health staff. Decisions to track additional health information (i.e., quarantine timeframes) will be made at the local school level. CARE will take measures that allow for exposed individuals to be more easily traced:</p> <ul style="list-style-type: none"> <li>• Use assigned seating when feasible.</li> <li>• Take attendance for every class and include all individuals (staff and contractors) who were in the classroom.</li> <li>• Use sign-in sheets for in-person meetings to document staff attendees.</li> <li>• Keep accurate records of any persons other than students and staff that enter the building, their reason for being there, the locations in the building they visit, and the names of close contacts they visit in the building if possible.</li> </ul> <p><b><u>Attendance Policies</u></b> Current quarantine guidance for close contacts of persons with COVID-19 may present attendance challenges for students who are quarantined because of a household contact with a case. A "close contact" is defined as either being within approximately 6 feet of a COVID-19 case for 15 or more minutes (close contact can occur while caring for, living with, visiting, or sharing a health care waiting area</p>			
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	<p>or room with a COVID-19 case), or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).</p> <ul style="list-style-type: none"> <li>• Rainbow Corner Preschool is prepared to refer symptomatic individuals or those who have a known exposure to a confirmed case to an appropriate health care provider or testing site.</li> <li>• CARE for Children/ Rainbow Corner will support students and staff who are quarantined by allowing for leniency in absenteeism from work/ in-person instruction.</li> </ul> <p><b>Returning to Pre-K to 12 School</b></p> <ul style="list-style-type: none"> <li>• Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.</li> </ul> <p><b><u>Closing School</u></b> The Department of Health will continue to monitor community transmission rates and other surveillance metrics across the commonwealth, including Pre-K to 12 school specific outbreaks of COVID-19. Based on this disease monitoring and surveillance DOH may, in close coordination with PDE, issue guidance related to targeted school closures as part of a wider public health mitigation strategy.</p>	<p>or room with a COVID-19 case), or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).</p> <ul style="list-style-type: none"> <li>• Rainbow Corner Preschool is prepared to refer symptomatic individuals or those who have a known exposure to a confirmed case to an appropriate health care provider or testing site.</li> <li>• CARE for Children/ Rainbow Corner will support students and staff who are quarantined by allowing for leniency in absenteeism from work/ in-person instruction.</li> </ul> <p><b>Returning to Pre-K to 12 School</b></p> <ul style="list-style-type: none"> <li>• Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.</li> </ul> <p><b><u>Closing School</u></b> The Department of Health will continue to monitor community transmission rates and other surveillance metrics across the commonwealth, including Pre-K to 12 school specific outbreaks of COVID-19. Based on this disease monitoring and surveillance DOH may, in close coordination with PDE, issue guidance related to targeted school closures as part of a wider public health mitigation strategy.</p>			
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	Practices will change as mandated by governing bodies.	Practices will change as mandated by governing bodies.			
<b>Other monitoring and screening practices</b>	Practices will change as mandated by governing bodies.	Practices will change as mandated by governing bodies.	Executive Director		N

### Other Considerations for Students and Staff

#### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students? *Staff are required to wear masks or face shields at all times. Students are required to wear masks upon entrance to the building and throughout the school day except for snack time and outdoor activities where social distancing is possible. All face mask/covering procedures will be updated as they are modified by the CDC, DOH and PA Department of Education.*
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness? *CARE for Children will work to accommodate staff who are at higher risk for severe illness. Students who are at higher risk will be discouraged from attending since preschool is not compulsory. The preschool staff has prepared a substitute teacher and substitute aid list. All substitutes will be given the Health and Safety Plan and it will be reviewed with them via telephone prior to their session as a substitute.*
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home? *The staff of CARE for Children including preschool staff and our social worker will work to ensure our preschool students and families are supported as needed during the educational and developmental process.*

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Protecting students and staff at higher risk for severe illness</b>	Students will be discouraged from attending since preschool is not compulsory. Activities may be emailed and limited online learning may be available. We will attempt to accommodate staff members on a case by case basis.	Decisions regarding accommodations will be made on a case by case basis	Executive Director Preschool Director Preschool Teacher		N
* <b>Use of face coverings (masks or face shields) by all staff</b>	Face masks/ coverings will be worn by staff unless able to socially isolate during duties, cleaning, prep, etc.  Students will be required to wear masks as outlined by the state mandate for schools.	Face masks/ coverings will be worn by staff unless students are not present and staff is able to socially isolate during duties, cleaning, prep, etc.  Students will be required to wear facemasks/coverings as outlined by the state mandate for schools and until the mandate changes. The school will be provide face masks that will be laundered daily. If parents are providing a mask, it must be approved by the teacher prior to the school day.	Preschool Director Preschool Teacher	Washable masks Disposable masks Face Shields	Y- Training for Preschool Staff
* <b>Use of face coverings (masks or face shields) by older students (as appropriate)</b>	Students, age 2 and up, will be required to wear masks as outlined by the state mandate for schools.	Students, age 2 and up, will be required to wear masks as outlined by the state mandate for schools and until the mandate changes.	Executive Director Preschool Director Teacher		Y- Training for Preschool Staff

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Students will be discouraged from attending since preschool is not compulsory.	Decisions regarding accommodations will be made on a case by case basis.  CARE for Children provides a variety of services for children with delays, disabilities and special health care needs. We are prepared to make necessary accommodations.	Executive Director  Preschool Director  Preschool Teacher		N
<b>Strategic deployment of staff</b>	CARE will need to employ a housekeeping service to clean common areas daily. Preschool Aides may have to work additional hours to support classroom needs.	CARE will need to employ a housekeeping service to clean common areas daily. Preschool Aides may have to work additional hours to support classroom needs.	Executive Director  Finance & Office Manager  Preschool Director		N

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains,	Preschool Staff	Executive Director	In-Person Training with handouts	CDC Cleaning Guidance and EPA Cleaning Guidance	August, 2020	
	Housekeeping	Finance & Office Manager				
Other cleaning, sanitizing, disinfecting, and ventilation practices	Preschool Staff	Teachers	In-Person Training with handouts	Cleaning Supplies	August, 2020	

<b>Classroom/ learning space occupancy that allows for separation among students and staff throughout the day, to the maximum extent feasible</b>	Preschool Staff	Executive Director Preschool Director Preschool Teacher	In-Person Training and In-Class Instruction		August, 2020	On-Going
<b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>	Students and Teachers	Preschool Director	In-Person Training and In-Class Instruction	Soap and Water Hand Sanitizer and Sanitizing Wipes	Beginning September 1st	On-Going
<b>Identifying and restricting non-essential visitors</b>	Administrative Assistant/ Office Staff/ Preschool Staff	Executive Director Finance and Office Manager	In-Person Training	Essential Visitor List and Sign in Sheet	August, 2020	
<b>Monitoring students and staff for symptoms and history of exposure</b>	All Employees and Parents	Preschool Director Preschool Teacher	Mailings and In-Person Trainings	CDC Guidance/Posters	August, 2020	On-Going
<b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b>	All Employees And Parents	Executive Director Preschool Director	Orientation, Mailings and training for staff	CDC Guidance/Posters and RCP Health and Safety Plan	August, 2020	On-Going
<b>Returning isolated or quarantined staff, students, or visitors to school</b>	All Employees, and Parents	Executive Director	Orientation, Mailings and training for staff	CDC Guidance/Posters and RCP Health and Safety Plan	August, 2020	On-Going

<b>Protecting students and staff at higher risk for severe illness</b>	Applicable Parents and Students	Executive Director Preschool Director	Orientation/ Meetings	Documentation in student record—parent release if needed	August, 2020	On-Going
<b>Use of face coverings (masks or face shields) by all staff</b>	Employees	Executive Director	Meetings and Correspondence	CDC Guidance, DOH Guidance and RCP Health and Safety Plan	August, 2020	Ongoing
<b>Use of face coverings (masks or face shields) by students (as appropriate)</b>	Parents, Students and Employees	Executive Director Preschool Director	Mailings and trainings/ orientation	RCP Health and Safety Plan	August, 2020	On-Going
<b>Topic</b>	<b>Audience</b>	<b>Lead Person and Position</b>	<b>Session Format</b>	<b>Materials, Resources, and or Supports Needed</b>	<b>Start Date</b>	<b>Completion Date</b>
<b>Strategic deployment of staff</b>	Applicable Staff	Executive Director	In-Person Meetings		August, 2020	August 21, 2020

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Presentation of Health and Safety Plan Draft</b>	Preschool Teachers	Executive Directors	e-mail	7/22/2020	
<b>Presentation of Health and Safety Plan</b>	Board of Directors	Executive Director	e-mail	7/24/2020	
<b>Posting of the board approved Health and Safety Plan on the website</b>	Parents Staff Public	Development & Marketing Director	website	Before 8/7/2020	
<b>Presentation of Health and Safety Plan Summary along with Preschool Handbook</b>	Parents	Preschool Director Preschool Teacher	email	8/7/2020	
<b>Cleaning/ Sanitizing Protocol</b>	All Staff	Executive Director	Email/ training	8/21/2020	

CARE for Children will continually monitor the prevalence and spread of COVID-19 in the community and be prepared to implement stronger containment or mitigation strategies. The plan we have developed will allow us to quickly respond to the changing environment. The most current information and additional guidance on COVID-19 is available on the [Pennsylvania Department of Health's website](#).



## Health and Safety Plan Summary: CARE for Children

Anticipated Launch Date: August 3<sup>rd</sup> 2020

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p><b>GREEN PHASE</b></p> <p>The preschool will be cleaned and sanitized prior to school re-opening. Days prior to the first day, windows and doors will be left open while the classrooms and common areas are prepared for students. Drinking fountains will be roped off and a water cooler will be installed in the kitchen.</p> <p>Restrooms will be cleaned and sanitized after use and after preschool. Each restroom will be provided with cleaning products that will be safely stored out of the reach of children for easy access for staff.</p> <p>A professional cleaning service will be hired to thoroughly clean the restrooms and kitchen area after preschool each day.</p> <p>During preschool, high touch surfaces will receive additional attention during preschool sessions, including door knobs, restroom facilities, tables etc.</p> <p>Each classroom and restroom will have sanitizing products that are available to staff but kept safely out of reach of students.</p> <p>Weather dependent/ when possible- all areas of the preschool will be ventilated with outdoor air.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Toys and books will be minimized in each classroom and rotated weekly. Books will be wiped down and quarantined after use. Plastic, dishwasher safe toys will be cleaned in the dishwasher, daily.</p> <p>A stackable washer and dryer will be purchased so that soft toys and other items can be washed daily.</p> <p>Children will be given individual bags of supplies to keep on premises—provided by the preschool—including crayons, child safe scissors, glue sticks. These items will be wiped down by staff before returning them to the bag and then storing them until the next use.</p> <p>The sand and water tables will not be used. Center play will be kept to a minimum and staff will focus on more individualized activities.</p> <p>The playground will be used, weather permitting, as an outdoor classroom, as appropriate. A large tent will be erected for sun protection.</p> <p>Lockers and other items used by students will be wiped down.</p> <p>Employees will sanitize the workroom and other individual/staff spaces when entering the preschool and upon leaving.</p> <p><b>YELLOW PHASE</b></p> <p>The preschool will be cleaned and sanitized prior to school re-opening. Days prior to the first day, windows and doors will be left open while the classrooms and common areas are prepared for students. Drinking fountains will be roped off and a water cooler will be installed in the kitchen.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Restrooms will be cleaned and sanitized after use and after preschool. Each restroom will be provided with cleaning products that will be safely stored out of the reach of children for easy access for staff.</p> <p>A professional cleaning service will be hired to thoroughly clean the restrooms and kitchen area after preschool each day.</p> <p>During preschool, high touch surfaces will receive additional attention during preschool sessions, including door knobs, restroom facilities, tables etc.</p> <p>Each classroom and restroom will have sanitizing products that are available to staff but kept safely out of reach of students.</p> <p>Weather dependent/ when possible- all areas of the preschool will be ventilated with outdoor air.</p> <p>Toys and books will be minimized in each classroom and rotated weekly. Books will be wiped down and quarantined after use. Plastic, dishwasher safe toys will be cleaned in the dishwasher, daily.</p> <p>A stackable washer and dryer will be purchased so that soft toys and other items can be washed daily.</p> <p>Children will be given individual bags of supplies to keep on premises—provided by the preschool—including crayons, child safe scissors, glue sticks. These items will be wiped down by staff before returning them to the bag and then storing them until the next use.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>The sand and water tables will not be used. Center play will be kept to a minimum and staff will focus on more individualized activities.</p> <p>The playground will be used, weather permitting, as an outdoor classroom, as appropriate. A large tent will be erected for sun protection.</p> <p>Lockers and other items used by students will be wiped down.</p> <p>Employees will sanitize the workroom and other individual/staff spaces when entering the preschool and upon leaving.</p>

## Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> <li>* <b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></li> <li>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></li> <li>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></li> <li>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></li> </ul>	<p><b>GREEN PHASE</b></p> <p>When appropriate, seating will minimize face-to-face proximity.</p> <p>The classrooms will be arranged to promote social distancing, sometimes using furnishings as barriers.</p> <p>Alternated entrances may be utilized for arrivals and departures if necessary.</p> <p>The BASD will be using 3 feet as a marker for classroom seating based on the World Health Organization's (WHO) recommendation. Classroom set ups will be designed for maximum social distancing, keeping in mind the age of students and the need for more supervision.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>Rainbow Corner preschool will continue to evaluate and implement guidelines/ recommendations from the CDC and PA Department of Health and PA Department of Education. Rainbow Corner Preschool does not serve lunch. Snack time will include more pre-packaged, healthy snacks, in individual portions. Items that are not available in individual portions will be prepared by preschool staff into individual portions. All staff will utilize masks, gloves and other safety protocols while preparing food.</p> <p>Prior to the start of school, staff will be provided with an overview of the health and safety plan and best practices to promote continued hygiene.</p> <p>Handwashing and use of sanitizer will be reviewed in the daily curriculum</p> <p>Hand sanitizer stations will be placed in each classroom, in a location that is not accessible to students without teacher/ aide assistance.</p> <p>A hand sanitizer station will be placed in the front entry for use upon entrance to preschool.</p> <p>Hand-washing and hygiene, are currently, emphasized in the curriculum but children will wash hands prior to snack, after using the facilities, and after art. Prior to using toys and materials children will wash hands or sanitize.</p> <p>Staff will wash hands upon entering the building, Signs, with visual cues, will be placed on the entrances, in the vestibule, by sanitizing stations, the kitchen and in restrooms.</p> <p>All signs will be young child friendly.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>The following CDC signs will be posted at all building entrances: Help Protect Yourself and Other from COVID-19 and Please Read Before Entering and Stop: Feeling Sick? Stay Home When You Are Sick!</p> <p>All restrooms and food areas will have the following CDC sign: Wash Your Hands, Stop the Spread of Germs.</p> <p>Hand Sanitizing Stations will also have signs. No visitors without preauthorization of the Executive Director or Finance &amp; Office Manager.</p> <p>Only essential visitors, including outside therapists/teachers or other services provides, will have access to the early learning center. Essential visitors must submit, in writing or email-- day(s), time(s) planned to be in the building. All clearances and liability insurance information must be current and on file.</p> <p>All visitors must be screened prior to entering the Early Learning Area and will be asked to enter CARE through the front door.</p> <p>All volunteer programs are suspended until further notice. All maintenance and other necessary outside visits will be conducted after preschool hours.</p> <p>Telephone and video conferences are preferred when possible.</p> <p>No handshake greeting permitted.</p> <p>Contactless delivery of products</p> <p>All visitors must wear a mask/ face covering. The preschool program does not host sporting activities.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>Outdoor play will be directed with social distancing used.</p> <p>Each child will be given a bag with supplies.</p> <p>Technology devices can only be shared if they can be properly sanitized in between use.</p> <p>Any materials that need to be shared will be sanitized in between use. Sharing will be kept to a minimum.</p> <p>Daily cleaning of any shared devices and materials. Each classroom has separate restroom, handwashing and learning facilities. Dismissal will be staggered.</p> <p>One Way Traffic Patterns, with floor markings in the hallways.</p> <p>Children will be dropped off at the entrance and preschool staff will escort students into the building.</p> <p>Each student will then have their temperature checked. And then be escorted by staff to put away coats, etc.</p> <p>Classroom routines will be changed to accommodate social distancing guidelines. For example: circle time will use individual mats, with children seated stadium style, rather than gathered on a carpet.</p> <p>Children will utilize the restrooms in a staggered pattern, utilizing one stall, then the next stall, etc.</p> <p><b>YELLOW PHASE</b></p> <p>RCP may need to stagger preschool time to accommodate 50% capacity on Tuesdays, Wednesdays, and Thursdays.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>When appropriate, seating will minimize face-to-face proximity.</p> <p>The classrooms will be arranged to promote social distancing, sometimes using furnishings as barriers.</p> <p>Alternated entrances may be utilized for arrivals and departures if necessary.</p> <p>The BASD will be using 3 feet as a marker for classroom seating based on the World Health Organization's (WHO) recommendation. Classroom set ups will be designed for maximum social distancing, keeping in mind the age of students and the need for more supervision.</p> <p>Rainbow Corner preschool will continue to evaluate and implement guidelines/ recommendations from the CDC and PA Department of Health and PA Department of Education. Rainbow Corner Preschool does not serve lunch. Snack time will include more pre-packaged, healthy snacks, in individual portions. Items that are not available in individual portions will be prepared by preschool staff into individual portions. All staff will utilize masks, gloves and other safety protocols while preparing food.</p> <p>Prior to the start of school, staff will be provided with an overview of the health and safety plan and best practices to promote continued hygiene.</p> <p>Handwashing and use of sanitizer will be reviewed in the daily curriculum</p> <p>Hand sanitizer stations will be placed in each classroom, in a location that is not accessible to students without teacher/ aide assistance.</p>



Requirement(s)	Strategies, Policies and Procedures
	<p>A hand sanitizer station will be placed in the front entry for use upon entrance to preschool.</p> <p>Hand-washing and hygiene, are currently, emphasized in the curriculum but children will wash hands prior to snack, after using the facilities, and after art. Prior to using toys and materials children will wash hands or sanitize.</p> <p>Staff will wash hands upon entering the building, Signs, with visual cues, will be placed on the entrances, in the vestibule, by sanitizing stations, the kitchen and in restrooms.</p> <p>All signs will be young child friendly.</p> <p>The following CDC signs will be posted at all building entrances: Help Protect Yourself and Other from COVID-19 and Please Read Before Entering and Stop: Feeling Sick? Stay Home When You Are Sick!</p> <p>All restrooms and food areas will have the following CDC sign: Wash Your Hands, Stop the Spread of Germs.</p> <p>Hand Sanitizing Stations will also have signs. No visitors without preauthorization of the Executive Director or Finance &amp; Office Manager.</p> <p>Only essential visitors, including outside therapists/teachers or other services provides, will have access to the early learning center. Essential visitors must submit, in writing or email-- day(s), time(s) planned to be in the building. All clearances and liability insurance information must be current and on file.</p> <p>All visitors must be screened prior to entering the Early Learning Area and will be asked to enter CARE through the front door.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>All volunteer programs are suspended until further notice. All maintenance and other necessary outside visits will be conducted after preschool hours.</p> <p>Telephone and video conferences are preferred when possible.</p> <p>No handshake greeting permitted.</p> <p>Contactless delivery of products</p> <p>All visitors must wear a mask/ face covering. The preschool program does not host sporting activities.</p> <p>Outdoor play will be directed with social distancing used. No sharing of school supplies and materials.</p> <p>Each classroom has separate restroom, handwashing and learning facilities. Dismissal will be staggered.</p> <p>One Way Traffic Patterns, with floor markings in the hallways. Children will be dropped off at the entrance and preschool staff will escort students into the building.</p> <p>Each student will then have their temperature checked.</p> <p>And then be escorted by staff to put away coats, etc. Preschool Times may be staggered to accommodate 50% capacity.</p> <p>Classroom routines will be changed to accommodate social distancing guidelines. For example: circle time will use individual mats, with children seated stadium style, rather than gathered on a carpet.</p>

Requirement(s)	Strategies, Policies and Procedures
	Children will utilize the restrooms in a staggered pattern, utilizing one stall, then the next stall, etc.

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<p>Social Media, email and direct mail may be used to notify families of any changes to safety protocols.</p> <p><b><u>After a Positive Case of COVID-19</u></b>            DOH or county and municipal health departments (CMHDs) staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious. DOH or CMHD staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations. Rainbow Corner Preschool will take every measure to maintain the confidentiality of the affected individual. It is the responsibility of DOH or CMHD staff to contact a student or staff person with COVID-19, inform close contacts of their possible exposure, and give instructions to those involved, including siblings and other household members, regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications from DOH or the CMHD to the school community at large but may need to be selectively identified for contact tracing by the DOH or CMHD staff. Pre-K to 12 must contact local DOH or CMHD staff before acting in response to a known or suspected communicable disease. Call DOH at 1-877-PA Health (1-877-724-3258); a representative is on-call 24 hours a day. Pre-K to 12 schools located in a jurisdiction with a CMHD should call the CMHD. DOH and CMHDs will provide guidance to schools regarding disease information, appropriate letters and communications, identification</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>of high-risk individuals, appropriate action and treatment, and on-going support and assistance.</p> <ul style="list-style-type: none"> <li>• If the person is present on school property when DOH or CMHD staff notify the school of the positive case information, the person should immediately, but discreetly, be taken to the COVID-19 related isolation space for pick up (if student) or asked to return home (if staff).</li> </ul> <p>CARE will contact DOH or the CMHD for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.</p> <ul style="list-style-type: none"> <li>• The entire building does not need to be evacuated.</li> <li>• Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the sick individual was in the affected area, cleaning is not needed.</li> <li>• Close off areas used by the sick person and do not use again before cleaning and disinfecting. Follow CDC Guidance on Cleaning and Disinfecting.</li> <li>• Staff should self-report symptoms to the executive director and the families of students should notify the child's teacher if possible. Rainbow Corner Preschool will take every measure to maintain the confidentiality of the affected individual.</li> </ul> <p><b><u>Contact Tracing</u></b></p> <p>DOH and its CMHD partners have established procedures for timely communication with Pre-K to 12 school entities when there is a probable or positive COVID-19 case. Local DOH staff or the CMHD will notify the school entity and PDE immediately upon learning that someone who tested positive for COVID-19 was present at the school or school event while infectious. DOH or CMHD staff will assist the Pre-K to 12 school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>DOH or CMHD staff will assist the Pre-K to 12 school entity with contact tracing and may request information regarding potential close school contacts from school nurses/health staff. Decisions to track additional health information (i.e., quarantine timeframes) will be made at the local school level.</p> <p>CARE will take measures that allow for exposed individuals to be more easily traced:</p> <ul style="list-style-type: none"> <li>• Use assigned seating when feasible.</li> <li>• Take attendance for every class and include all individuals (staff and contractors) who were in the classroom.</li> <li>• Use sign-in sheets for in-person meetings to document staff attendees.</li> <li>• Keep accurate records of any persons other than students and staff that enter the building, their reason for being there, the locations in the building they visit, and the names of close contacts they visit in the building if possible.</li> </ul> <p><b><u>Attendance Policies</u></b></p> <p>Current quarantine guidance for close contacts of persons with COVID-19 may present attendance challenges for students who are quarantined because of a household contact with a case. A "close contact" is defined as either being within approximately 6 feet of a COVID-19 case for 15 or more minutes (close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case), or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).</p> <ul style="list-style-type: none"> <li>• Rainbow Corner Preschool is prepared to refer symptomatic individuals or those who have a known exposure to a confirmed case to an appropriate health care provider or testing site.</li> <li>• CARE for Children/ Rainbow Corner will support students and staff who are quarantined by allowing for leniency in absenteeism from work/ in-person instruction.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
	<p><b>Returning to Pre-K to 12 School</b></p> <ul style="list-style-type: none"> <li>• Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.</li> </ul> <p><b>Closing School</b></p> <p>The Department of Health will continue to monitor community transmission rates and other surveillance metrics across the commonwealth, including Pre-K to 12 school specific outbreaks of COVID-19. Based on this disease monitoring and surveillance DOH may, in close coordination with PDE, issue guidance related to targeted school closures as part of a wider public health mitigation strategy.</p> <p>Practices will change as mandated by governing bodies.</p>

### Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<p><b>GREEN PHASE</b></p> <p>Decisions regarding accommodations will be made on a case by case basis.</p> <p>Face masks/ coverings will be worn by staff unless able to socially isolate during duties, cleaning, prep, etc.</p> <p>Students will be required to wear masks as outlined by the state mandate for schools and until the mandate changes.</p> <p>Students, age 2 and up, will be required to wear masks as outlined by the state mandate for schools and until the mandate changes.</p> <p>Decisions regarding accommodations will be made on a case by case basis.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>CARE for Children provides a variety of services for children with delays, disabilities and special health care needs. We are prepared to make necessary accommodations.</p> <p>CARE will need to employ a housekeeping service to clean common areas daily. Preschool Aides may have to work additional hours to support classroom needs.</p> <p><b>YELLOW PHASE</b></p> <p>Students will be discouraged from attending since preschool is not compulsory. Activities may be emailed and limited online learning may be available. We will attempt to accommodate staff members on a case by case basis.</p> <p>Face masks/ coverings will be worn by staff unless able to socially isolate during duties, cleaning, prep, etc.</p> <p>Students will be required to wear masks as outlined by the state mandate for schools.</p> <p>Students, age 2 and up, will be required to wear masks as outlined by the state mandate for schools. Students will be discouraged from attending since preschool is not compulsory.</p> <p>CARE will need to employ a housekeeping service to clean common areas daily. Preschool Aides may have to work additional hours to support classroom needs.</p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors for CARE for Children reviewed and approved the Rainbow Corner Preschool (operated by CARE for Children) Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

  11   Yes

   0   No

Affirmed on: **August 3<sup>rd</sup>, 2020**

By:



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*(Signature\* of Board President)*

Norm Strotman

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.